

**CITY OF EUREKA  
MUNICIPAL AUDITORIUM  
RENTAL CONTRACT**

**I. FACILITY** Municipal Auditorium

DAY & DATE \_\_\_\_\_ \*HOURS \_\_\_\_\_

DAY & DATE \_\_\_\_\_ \*HOURS \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_ Stage, house lights, balcony, \_\_\_\_\_

**II. NAME OF INDIVIDUAL** \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE (HM) \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_ TELEPHONE (WK) \_\_\_\_\_

**III. EVENT INFORMATION**

A. EVENT TYPE \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

B. NAME OF PERFORMERS: \_\_\_\_\_

C. SHOW TIME \_\_\_\_\_ BUILDING OPEN TO PUBLIC \_\_\_\_\_

D. NUMBER OF TICKETS PRINTED: \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
\_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
\_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

E. WILL CONCESSIONS BE SOLD? \_\_\_\_\_ ESTIMATED GROSS RECEIPTS \$ \_\_\_\_\_

**NOTE: \*\*GLASS BOTTLES ARE PROHIBITED IN THE MUNICIPAL AUDITORIUM\*\***

F. ALCOHOL SERVED \_\_\_\_\_ YES X NO If yes, your signature on this contract states your agreement to abide by the alcohol rules and regulations listed in the Policy For Use of City Recreation Facility Rentals (provided with contract).

ALCOHOL SOLD \_\_\_\_\_ YES X NO If yes, a permit must be obtained from the Alcohol Beverage Control Board and a copy submitted to the City of Eureka Public Works Dept.

**\*\*According to existing City policy, the serving/selling of alcoholic beverages is not permitted at the Municipal Auditorium. However, it may be possible for you to obtain special permission to serve/sell alcoholic beverages if written approval is received from the City Manager, Eureka Police Department, and Alcoholic Beverage Control. Copies of the agencies' written approval need to be submitted to the City of Eureka Public Works Department prior to the event.**

  N/A   Contracting party is seeking special permission to serve/sell alcoholic beverages.

G. MUNICIPAL AUDITORIUM: Electrical service = 150-600 amp, single phase, Electrician required\*\*; Electrical service = Up to 150 amp, Electrician not required.

H. MUNICIPAL AUDITORIUM: Contracting party must provide own stage lighting, backdrops, 100 feet min. cable, security and sound system.

I. BUSINESS LICENSE NUMBER \_\_\_\_\_  
INTERNAL REVENUE SERVICE NON-PROFIT IDENTIFICATION NUMBER \_\_\_\_\_

IV. RENTAL AND INSURANCE FEES AND DEPOSITS

RENTAL	_____	\$ _____
INSURANCE IS REQUIRED - INSURANCE FEES		\$ _____
DEPOSITS	May be refunded _____	\$ 250.00
PERSONNEL	**Electrician = \$33.525/hr. x hrs. _____	\$ _____
	Custodian = \$18.882/hr. x hrs. _____	\$ _____
	Fire Personnel = \$62.21/hr. x hrs x _____	\$ _____
CONCESSIONS	5% gross revenue. Contracting party must must provide final inventory documentation to City of Eureka within 2 weeks after the event.	\$ _____
PORTABLE TOILETS - 2 UNITS		\$ _____
DATE TOTAL FEES DUE	_____	AMOUNT DUE \$ _____

V. CONDITIONS OF APPROVAL

A. PUBLIC WORKS DEPARTMENT

- \*1. **BUILDING RENTAL HOURS LISTED ABOVE INCLUDE SET UP TIME, TIME OF THE EVENT, AND CLEAN UP TIME.** You are required to abide and adhere to the contract hours.
2. The sponsor of the event must inform the event manager, promoter, entertainer or his/her agent either by phone, fax or mail that the crew (i.e. sound equipment manager and workers) setting up and taking down the equipment used during the performance shall remove said equipment from the event site following the conclusion of the event - such removal is to be done as quietly and effectively as possible to ensure peace and quiet of the adjacent neighborhood. The California Penal Code Law forbids loud and unusual noise to disturb the tranquility of the neighborhood. Any violation of this law is a misdemeanor. Thereafter, it is incumbent upon the performer and his/her staff to assure the event sponsor and the City the equipment will be removed as quietly as possible.
3. Applicant's signature below signifies agreement that while your organization uses these facilities made available by the City of Eureka, you will not discriminate on the basis of disability.
4. Contracting party must provide a minimum of two (2) uniformed security guards to patrol the outside of the Municipal Auditorium (this is in addition to security guards required by EPD for inside the building);
5. Tight security at front doors must be maintained. Any concert attendee leaving the facility shall not be allowed re-entry, except from the designated smoking area;
6. The lawn area surrounding the Municipal Auditorium shall be restricted by marking off the areas with yellow caution tape to provide a place for non-participating concert enthusiasts a place to sit/stand. A roped-off designated smoking area outside the Auditorium shall be provided. Sidewalks shall be kept clean; and

- APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_\_\_  
 Authorizing City Official

Approved by \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_\_\_  
 Authorizing City Police Official

Approved by \_\_\_\_\_ DATE \_\_\_\_\_  
 \_\_\_\_\_  
 Authorizing City Fire Official

Signature of Applicant \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY

Date Paid Dep. _____	Date Paid Bal. _____	Date of Refund _____
Receipt # _____	Receipt # _____	Refund # _____
Staff Initials _____	Staff Initials _____	Refund Amt. _____